



Request for Qualifications (RFQ) for Evaluation Services with Technical and Content Expertise

Mayor Edwin Lee
Maria Su, Psy.D., Director

DATE ISSUED: Monday, January 5, 2015

Pre-Proposal Conference: Tuesday, January 13, 2015 (2:00 pm PT)

Deadline For Submission: Monday, January 26, 2015 (5:00 pm PT)

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I. INTRODUCTION

ABOUT DCYF

The Department of Children, Youth & Their Families (DCYF) enhances the lives and futures of San Francisco’s children, youth, and their families through strategic funding of programs and services in every neighborhood; in its citywide policy and planning efforts; and by sharing information to support the well-being of young people and families. Formed in 1989, DCYF’s work is driven by its vision, mission, goals, and values, as follows:

Vision: All San Francisco children and youth should reach adulthood having experienced a safe, healthy, and nurturing childhood, and are prepared to become responsible and contributing members of the community. Families should be supported by each other, their neighbors, their community, and their government in realizing this vision. Families with children must be able to thrive in all San Francisco neighborhoods, in a city where they are welcomed as integral to the city’s culture, prosperity, and future.

Mission: The mission of the Department of Children, Youth & Their Families is to ensure that families with children are a prominent and valued segment of San Francisco’s social fabric by supporting programs and activities in every San Francisco neighborhood.

Goals: San Francisco has adopted Quality of Life Goals for the Children’s Fund in its City Charter:

- I. Children and youth are healthy
- II. Children and youth are ready to learn and succeeding in school
- III. Children and youth live in safe, supported families and safe, supported, viable communities
- IV. Children and youth contribute to the growth, development, and vitality of San Francisco

Values: Serving our community is the foundation of DCYF’s work. In our work, we strive for:

<i>Diversity</i>	<i>Equity</i>	<i>Valuing community, family, and individuals</i>	<i>Empowerment and participation</i>	<i>Collaboration and community</i>
The ethnic, cultural and economic diversity of San Francisco’s communities and families is an asset. We embrace the wide array of family configurations that nurture San Francisco’s children and youth.	All young people must have equal access to supports and opportunities.	The gifts and talents of every individual, family and community are valued and built-upon. All services use a strength-based approach. Parents and caregivers are essential partners and leaders in all programs.	Youth, parents and guardians are valued and developed as partners, decision makers, and leaders and thereby experience a sense of ownership and belonging in the programs in which they participate, and in their communities.	Active collaboration among community-based agencies and city departments—on the neighborhood level and citywide—is essential. All stakeholders must work together to support San Francisco’s children, youth, and families.

PURPOSE OF THIS REQUEST FOR QUALIFICATIONS

DCYF is issuing this Request for Qualifications (RFQ) to solicit a pool of qualified organizations who are interested in providing evaluation services with goal of improving the quality of and access to services for all children and youth. The Department may, at its sole discretion, make multiple awards based upon the list of qualified respondents. Respondents may apply for a single evaluation area, or multiple areas. Award decisions will be made by individual evaluation area, and applicants successful in one area will not necessarily be competitive in the other. No organization pre-qualified through this RFQ is guaranteed a contract.

II. RFQ TIMELINE & IMPORTANT ELEMENTS

ESTIMATED TIMELINE	
<i>Request for Qualifications Issued</i>	Tuesday, January 6, 2015
<i>Pre-Proposal Conference</i>	Tuesday, January 13, 2015 2-3pm
<i>Question Submission Ends</i>	Monday, January 12, 2015 at, 5 pm
<i>Proposals Due</i>	Monday, January 26, 2015, 5 pm
<i>Qualified Award Letters Mailed</i>	March 2, 2015

SUBMISSION REQUIREMENTS

To apply in response to this Request for Qualifications, please submit proposals electronically to sarah.duffy@dcyf.org by **5:00 p.m. Monday, January 26, 2015 at 5:00pm.**

A. Pre-Proposal Conference

The Pre-Proposal Conference is not mandatory, but it is highly recommended that all potential applicants attend. The Pre-Proposal Conference is held in order to:

- review the requirements for responding to the RFQ
- explain the city vendor compliance process, which is required for all funded entities
- describe the citywide strategies/systems DCYF is seeking to support through this RFQ
- respond to questions from applicants

DATE: Tuesday, January 13, 2015
TIME: 2:00-3:00 pm
LOCATION:
 Department of Children, Youth, and Their Families
 1390 Market Street, Ste 900, S.F., CA 94102

DCYF will provide written questions and answers from the Pre-Proposal Conference within five business days at www.dcyf.org.

B. Technical Assistance Available by E-Mail

Questions may be submitted in writing to sarah.duffy@dcyf.org through **Tuesday, January 13, 2015, 5pm.** Questions will not be answered via telephone or in person by any DCYF staff member.

DCYF will provide written questions and answers from the Pre-Proposal Conference within five business days at www.dcyf.org.

DCYF is committed to providing as much clarity as possible during this RFQ process. All questions must be submitted in writing to sarah.duffy@dcyf.org. DCYF will seek to provide responses within three business days. All written responses will be posted to a designated public area of www.dcyf.org, no later than 5 days after the questions submission deadline. Applicants are strongly encouraged to submit questions in advance of the Pre-proposal Conference so that the Pre-proposal Conference may be organized to address frequently asked questions. Questions will not be answered prior to the Pre-proposal Conference.

DCYF may request either an interview as part of the proposal review process. Interviews will only be scheduled upon submission of a competitive proposal. Interviews, if necessary, will be scheduled by **February 13, 2015.**

III. TERMS OF QUALIFICATION

DCYF is seeking to create three pools of qualified vendors from which DCYF may choose for Evaluation Services in the following areas:

- A. Evaluation Services with Expertise in Data Matching and Quantitative Analysis of Administrative Data from Public Agencies & Nonprofits
- B. Evaluation Services with Technical Expertise Survey Design & Sampling and Data Analysis of Large Survey Data Sets
- C. Content-Specific Research and Evaluation Services that may include Qualitative and Quantitative Data Collection and Analysis.

Respondents chosen through this RFQ will be eligible to participate in a pool of qualified vendors to provide evaluation services. Qualified respondents may have the opportunity to contract with a term within the period of May 1, 2015 through June 30, 2019 to perform any or all of the services as described in Section V of this RFQ. The final terms and conditions of the contract shall be subject to negotiation. The Department may, at its sole discretion, make multiple contracts based upon the list of qualified respondents.

Contract Awards from the List

When the City is in need of evaluation services for public projects, the City will select proposers from the qualified list "List" with whom City staff shall commence contract negotiations. The selection of any qualification shall not imply acceptance by the City of all terms of the qualification, which may be subject to further negotiations and approvals before the City may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time, the City, in its sole discretion, may terminate negotiations with the proposer and begin contract negotiations with another proposer from the List.

The City retains full discretion to select the best qualified proposer from the List for a specific project – public or private. Alternatively, the City may exercise its discretion to conduct requests for proposals from within the List.

No pre-qualified or selected respondent is guaranteed a contract as a result of participation in this RFQ.

Variable Contract Terms

Contract terms issued as a result of this RFQ may vary depending on:

- Availability of funds
- Evaluation Plan performance
- Contractual compliance
- Scope of Work as determined by DCYF

Right Not to Fund

If the submitted applications to this RFQ are not deemed responsive, DCYF reserves the right not to issue contracts. DCYF may then negotiate a separate process to cultivate the services identified in this RFQ.

DCYF reserves the right not to fund past 2019, and to extend the term of any contract past 2019.

IV. REQUIREMENTS

DCYF seeks to qualify applicants that share its vision, mission, goals, values, and commitment to partnership and collaboration to meet the needs of San Francisco's children, youth, and families. This RFQ seeks active partners in conducting evaluation and research that will inform an understanding of youth services funded by DCYF and progress toward meeting key outcomes. All organizations receiving funds from DCYF must be a San Francisco city-approved vendor, meet specific eligibility and contractual requirements, and operate in a spirit of community partnership.

MINIMUM EXPERIENCE

Selected applicants will have a proven track record of providing evaluation of Community-Based Organizations (CBO) services, as well as demonstrated current capacity to deliver such evaluation services. **A minimum of five (5) years of demonstrable experience is required to be considered as a qualified provider for this RFQ.** DCYF recognizes that there are different ways in which services can be delivered and that staffing patterns and arrangements among contractors may vary. However, DCYF expects all contractors to provide high quality services and guarantee the professional and cultural competency of their employees, consultants, and/or subcontractors. Please refer to Section VI for Minimum Qualifications.

VENDOR STATUS

All organizations funded via this RFQ must be a City-approved vendor and not be on the City Vendor Debarred list before receiving funds. Organizations that are not yet City-approved vendors should begin the certification process as soon as possible in order to ensure that they are able to meet this requirement if awarded a grant. Vendor application packets can be obtained from the Office of Contract Administration at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 430, San Francisco, CA 94102 or downloaded from www.sfgov.org/oca. Subcontractors are not required to be City-approved vendors; only the lead organization or fiscal sponsor must be City-approved.

DCYF ELIGIBILITY REQUIREMENTS

All applicants must meet all eligibility requirements in order to be considered for DCYF funding.

- If awarded a contract, the organization must be certified as a city-approved vendor and compliant with the city's insurance requirements within ten (10) days after notice of intent of award or DCYF reserves the right to revoke the contract.

Non-Eligible Entities:

- No City agencies or departments, nor SFUSD, may apply as a lead or subcontractor.

Any proposal that does not demonstrate that the applicant meets these minimum requirements by the deadline for submittal of proposals will be considered non-responsive and will not be eligible for award of the contract.

DCYF CONTRACTUAL REQUIREMENTS

Funded organizations must comply with all requirements outlined in the Contract. In addition, these specific contract requirements must be met:

San Francisco Contracting Requirements: The contractor must comply with San Francisco City and County ordinances and contracting requirements. For more detailed information, see the Office of Contract Administration website at <http://sfgsa.org/index.aspx?page=359>. The contract requirements include general liability, workman's compensation and other, auto insurances, compliance with equal benefits ordinance, and current San Francisco business tax certificate, if applicable.

Minimum Compliance Standards: All DCYF grantees are required to meet DCYF's Minimum Compliance Standards at all times. DCYF will determine if organizations are in compliance. Funded entities via this RFQ may be required to comply with our Standards.

Fiscal and Organizational Practices: All DCYF-funded organizations are mandated to comply with all scheduled formal fiscal and organizational site visits.

Sunshine Act: Under 12L of the San Francisco administrative code, non-profits that receive in excess of \$250,000 in City funds must comply with specific open government requirements and respond to requests for financial and meeting information from members of the public. This is commonly called the "Sunshine Act."

Accessibility: Programs and services must be accessible to persons with disabilities. Program access can be achieved in many cases without having to alter the existing facility.

Non-Discrimination: Organizations must comply with SF Human Rights Commission prohibitions against discrimination in fair housing and equal employment opportunity, and in awarding grants. Organizations must also comply with the Equal Benefits Ordinance for domestic partners. Additional information concerning these items can be found on the Contract Monitoring Division website at <http://www.sfgov.org/contractmonitoring>.

Religious Activity: Funds may not be used for religious purposes or for the improvements of property owned by religious entities except where the contractor is a secular non-profit organization with a long-term lease.

Political Activity: No funds received through this RFQ shall be used to provide financial assistance for any program that involves political activities. Applicants must comply with Section 1.126 of the S.F. Campaign and Governmental Conduct Code, which may be found at: <http://www.sfethics.org/ethics/2011/06/-regulations-to-campaign-finance-reform-ordinance-san-francisco-campaign-and-governmental-conduct-co.html>

Lead Agencies: Proposals from collaborative consortia, joint ventures, or teams must designate a lead agency which will serve as the fiscal agent for the partners. This lead agency or organization will be responsible and accountable for effectively and efficiently planning, managing, and delivering the services and activities described in this RFQ, while providing excellent customer service and achieving the granted performance outcomes. The lead agency must also demonstrate the management and financial capability needed to effectively and efficiently deliver the program proposed and account for the grant funds.

Subcontracting: Applicants may include subcontracting arrangements with other organizations; however, these arrangements must be made prior to submission of the proposal. Confirmation of a

memorandum of understanding or other formal agreement between the applicant and subcontractor may be requested by DCYF.

Contract Award

The selection process will include an evaluation of the minimum qualifications and written responses to the RFQ, and will be evaluated by a review panel that may include DCYF staff. The Department has the option of conducting oral interviews as part of the evaluation process. DCYF may select proposers with whom the DCYF staff shall commence contract negotiations. The selection of any response shall not imply acceptance by DCYF of all terms of the response and subsequent proposal, which may be subject to further negotiation and approvals before the City may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time the Department of Children, Youth and Their Families, at its sole discretion, may terminate negotiations and begin contract negotiations with another qualified respondent.

V. SCOPE OF WORK

To ensure that communities are able to access quality services and that the services result in positive outcomes for San Francisco's children, youth and families, DCYF invests in evaluation.

DCYF seeks qualified vendors to provide a range of evaluation services. An evaluator need not be experienced in all three Evaluation Areas identified in this RFQ in order to qualify to provide evaluation services.

The Department of Children, Youth and Their Families (DCYF) works to strengthen communities by funding a broad range of K-8 Out-of-School Time (OST), Teen, Youth Workforce Development (YWD), Violence Prevention and Intervention (VPI), Behavioral Health, and Transitional Age Youth (TAY) services throughout San Francisco. The community-based organizations (CBOs) providing these services play a significant role in the social, cultural and economic vitality of all communities. Ensuring access to quality services is critical to community development and stability in the neighborhoods they serve.

For specific goals, expectations, and program design for DCYF's services areas, please review and refer to DCYF's most recent Request for Proposals:

- Out of School Time (including Comprehensive and Specialized K-8 Programs):
<http://www.dcyf.org/Modules/ShowDocument.aspx?documentid=575>
- Youth Leadership, Empowerment, and Development (including Teen, Youth Empowerment, and Youth Workforce Programs):
<http://www.dcyf.org/Modules/ShowDocument.aspx?documentid=576>
- Violence Prevention and Intervention:
<http://dcyf.org/modules/showdocument.aspx?documentid=1984>

Firms pre-qualified to provide evaluation services may be requested to assist DCYF in the design and implementation of key evaluation activities for funded programs or initiatives. Firms should be able to implement a wide array of evaluation methodologies as detailed below and should be able to assess impacts of funded activities, factors contributing to and/or impeding success, and develop recommendations based on analysis. DCYF may ask for findings and recommendations to be presented in multiple formats – including, but not limited to presentations and written reports.

DCYF is seeking to create three pools of qualified vendors from which DCYF may choose in the following Evaluation Areas:

- A. Evaluation Services with Technical Expertise in Data Matching and Quantitative Analysis of Administrative Data from Public Agencies & Nonprofits
- B. Evaluation Services with Technical Expertise in Survey Design & Sampling and Data Analysis of Large Survey Data Sets
- C. Content-Specific Research and Evaluation Services that may include Qualitative and Quantitative Data Collection and Analysis.

A. Evaluation Services With Technical Expertise in Data Matching And Quantitative Analysis of Administrative Data From Public Agencies and Nonprofits

Firms prequalified to provide DCYF-funded evaluation services in this Evaluation Area will conduct the majority of quantitative data analysis using data collected from sources that may include but are not limited to participation, attendance, and programmatic data collected through DCYF's Contract Management System (CMS); responses collected from DCYF's annual youth survey; responses collected from program staff surveys; and client-level administrative data collected by other public agencies.

DCYF seeks a contractor with research and evaluation expertise in the data collection, processing and analysis of youth services data and government-level administrative data, and extensive experience matching client records across disparate data systems. This Evaluation Area may include some or all of the services listed below.

The respondent(s) determined to be best qualified will, under the direction of DCYF, provide the following service(s):

1. Analysis of participation, attendance, and programmatic data collected through DCYF's Contract Management System (CMS).
2. Processing and analysis of DCYF's annual youth survey, and/or parent/ caregiver surveys.
3. Processing and analysis of annual survey of non-profit program staff at programs funded by DCYF.
4. Assistance with the development of documentation to support data sharing between DCYF and other public agencies, such as other City departments and the San Francisco Unified School District. Documentation may include, but is not limited to, applications to share data, Data Use Agreements (DUAs), Memorandum of Understandings (MOUs), or documentation to facilitate the court -ordered sharing of juvenile justice data.
5. Analysis of client-level data collected by other public agencies, which may be matched to DCYF client-level data, used to create control groups for analysis or reported alongside DCYF data.
6. Production of annual DCYF Program-Level and Service Area summary reports.
7. Production of evaluation reports and presentations detailing administrative and DCYF survey data analysis results as identified in contract(s) for evaluation services.
8. General evaluation-related project tasks including but not limited to coordinating data collection, synthesis associated with working with multiple data sources, and meeting facilitation.

B. Evaluation Services With Technical Expertise in Survey Design, Administration, Data Collection and Analysis

Firms prequalified to provide DCYF-funded evaluation services in this Evaluation Area will work in partnership with DCYF to plan, develop, implement and analyze large-scale surveys administered to respondents that may include but are not limited to the diverse population of youth, parents, service providers or other members of the public in San Francisco.

DCYF seeks technical expertise in complex survey work. Projects in this Evaluation Area may include one or all of the services listed below.

The respondent(s) determined to be best qualified may, under the direction of DCYF, provide the following services:

1. Development of questionnaires that may be content specific (such as parent/ caregiver engagement in youth programming or preference for services), or may be specific to one or more of DCYF's primary areas of funding (i.e. K-8 Out-of-School Time (OST), Teen, Youth Workforce Development (YWD), Violence Prevention and Intervention (VPI). Behavioral Health and Transitional Age Youth (TAY) services).
2. Development of viable strategies for administering telephone, paper or online questionnaires in order to survey samples of San Francisco's population such as youth, parents, service providers or other members of the public. Sampling may require capturing perspectives of specific demographics in San Francisco (e.g. residents who may not speak English or reside in specific neighborhoods). Survey methodology should follow generally accepted survey research or best practice protocols within the industry and result in statistically representative responses, particularly regarding demographic or geographic subgroups of the population.
3. Development of guidelines and training to support individuals administering the questionnaire in instances where surveys are being administered in schools or at program sites.
4. Processing and analysis of survey responses.
5. General evaluation-related project tasks including but not limited to coordinating data collection, meeting facilitation, production of evaluation reports and presentations detailing research and analysis results.

C. Content-Specific Research And Evaluation Services That May Include Qualitative and Quantitative Data Collection and Analysis

Firms prequalified to provide DCYF-funded evaluation services in this Evaluation Area may implement an array of qualitative and/or quantitative evaluation methodologies. Selected evaluators will conduct content-specific analysis that will help DCYF assess impacts of funded activities, factors contributing to /impeding success and recommendations for program improvement based on evaluation results. Evaluators may take a mixed-method approach with the potential for using existing administrative and survey data collected by DCYF, as well as the collection of original data through means such as small-scale surveys, interviews, and focus groups.

The respondent(s) determined to be best qualified may, under the direction of DCYF, provide one or more of the following services:

1. Conducting content-specific evaluation projects, including those focused on answering one specific question (e.g. an implementation study of a newly-funded programmatic area or assessing programs for newcomer youth), or may be specific to one or more of DCYF's primary areas of funding (i.e. K-8 Out-of-School Time (OST), Teen, Youth Workforce Development (YWD), Violence Prevention and Intervention (VPI), Behavioral Health and Transitional Age Youth (TAY) services).
2. Evaluation plan development. Creation, enhancement, and/or adaptation of Theory of Change and/or Logic Models to support evaluation planning. Identification of research questions and/or measureable outcomes and appropriate methodologies necessary to conduct an evaluation project.
3. Measurement tool development that may involve the review, synthesis and compilation of reliable and valid tools already in use in the field. Design of data collection tools and protocols, including surveys, questionnaires, focus group and interview questions, and observational assessments. Develop administration protocols and procedures.
4. Qualitative data analysis using data collected through interviews, focus groups and open-ended survey responses.
5. Quantitative analysis of DCYF participation, attendance, and programmatic and survey data; as well as of data from non-DCYF sources such as other public agencies and the US Census Bureau.
6. General evaluation-related project tasks including but not limited to coordinating data collection, synthesis associated with working with multiple data sources, meeting facilitation, production of evaluation reports and presentations detailing research and analysis results.

VI. EVALUATION CRITERIA & TERMS OF RFQ

A. Minimum Qualifications

1. An organization or individual with least five (5) years of experience providing evaluation services.
2. Experience evaluating non-profit organizations in at least one of DCYF's investment areas (Out-of-School Time, Teen, Youth Workforce Development, Violence Prevention and Intervention, Behavioral Health and/or Transitional Age Youth).
3. Experience conducting evaluations involving multiple organizations in a complex social environment.
4. Familiarity and experience with social service delivery systems and populations in San Francisco.
5. Expertise in at least one of the Evaluation Areas for which DCYF seeks evaluation services: (e.g. quantitative analysis and work with large administrative data sets; survey design and analysis; or mixed-method analysis that involve blending qualitative and quantitative methods).

B. Selection Criteria

The RFQ responses will be evaluated by a review panel consisting of individuals selected by DCYF to identify the most qualified respondents. Members of the review panel will evaluate and score each proposal, and make a recommendation to DCYF. DCYF may conduct interviews or require supplemental information from respondents before making a final decision. Past experience with DCYF will be taken into consideration during the decision process.

All proposals will be scored on the following requirements for each Evaluation Area:

Category	Points Possible
Agency	10
Technical Expertise	20
Experience	30
Staffing	30
Completeness of Proposal	10
TOTAL	100

Respondents scoring 75 points and above for each Evaluation Area will be added to the pre-qualified list for as needed services in that Evaluation Area.

DCYF may commence negotiations of work upon identification of the most qualified respondent(s). If a satisfactory contract cannot be negotiated in a reasonable time frame, DCYF, at its sole discretion, may terminate negotiations with the respondent(s) and begin contract negotiations with another qualified respondent(s). No pre-qualified or selected Respondent is guaranteed a contract as a result of participation in this RFQ.

TERMS AND CONDITIONS FOR RECEIPT OF QUALIFICATIONS

A. Errors and Omissions in RFQ

Prospective applicants are responsible for reviewing all portions of this RFQ. Applicants and prospective applicants are to promptly notify the Department, in writing, if any ambiguity, discrepancy, omission, or other error in the RFQ is discovered. Any such notification should be directed to the Department promptly after discovery, but in no event later than five working days prior to the date for receipt of proposals. Modifications and clarifications will be made by addenda as provided below.

B. Addenda to RFQ

The Department may modify the RFQ, prior to the proposal due date, by issuing written addenda. Addenda will be posted on the DCYF web site at www.dcyf.org. DCYF will make reasonable efforts to notify applicants in a timely manner of modifications to the RFQ to the last known business contact. Notwithstanding this provision, the applicant shall be responsible for ensuring that its response reflects any and all addenda issued by DCYF prior to the proposal due date regardless of when the proposal is submitted. DCYF recommends that a prospective applicant visit the DCYF web site before submitting its response.

C. Revision of Proposal

An applicant may revise a response at any time before the deadline for submission of proposals. The applicant must submit the revised response in the same manner as the original. A revised response must be received on or before the response due date.

In no case will a statement of intent to submit a revised response, or commencement of a revision, extend the response due date for any applicant.

At any time during the response evaluation process, the Department may require an applicant to provide oral or written clarification of its response. DCYF reserves the right to make an award without further clarifications of proposals received.

D. Late or Conditional Proposals

Any response received at the office designated in this RFQ after the exact time specified for receipt will **not be considered**. DCYF is not responsible for technical difficulties related to the submission of proposals electronically.

Any proposal may be rejected if it is conditional, incomplete, or deviates from specifications stated in this RFQ. Minor deviations may be waived at the discretion of the City.

E. Reservations of Rights by the City

1. The issuance of this RFQ does not constitute an agreement by DCYF that any contract will actually be entered into. DCYF expressly reserves the right at any time to:

2. Waive or correct any defect or informality in any response, proposal, or proposal procedure;
3. Reject any or all proposals and/or responses;
4. Reissue a Request for Qualifications;
5. Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFQ, or the requirements for contents or format of the responses;
6. Procure any materials, equipment or services specified in this RFQ by any other means; or
7. Determine that no project will be pursued or contract be issued.

VII. SUBMISSION INSTRUCTIONS

Applicants and prospective applicants are requested to respond to each of the following three sections on 8 ½ by 11 paper, one-sided, single-spaced, 12-font Times New Roman, and with a 1-inch margin. Responses beyond the indicated page limit and/or not adhering to format requirements will not be read.

To apply in response to this Request for Qualifications, please submit proposals electronically to sarah.duffy@dcyf.org by 5:00 p.m. on Monday, January 26, 2015.

A. Cover Page (1 page)

Submit a brief letter of introduction and executive summary of the response on the organization’s letterhead. The letter must be signed by the Executive Director or equivalent, which authorizes the organization to obligate the firm to perform the commitments contained in the proposal. Submission of the letter will constitute a representation by your organization that your firm is willing and able to perform the commitments contained in the proposal.

B. General Overview and Summary (no page limit)

Proposal Contact	Fiscal Agent Information (if applicable) <i>Organization Name:</i>
Contact Name:	Contact Name:
Title:	Title:
Street Address:	Street Address:
City & Zip Code:	City & Zip Code:
Telephone:	Telephone:
e-mail:	e-mail:
Indicate which Evaluation Area the agency applying for (check all that apply):	
Evaluation Services: Data Matching and Quantitative Analysis of Administrative Data from Public Agencies & Nonprofits: TECHNICAL EXPERTISE	
Evaluation Services: Survey Design & Sampling and Data Analysis of Large Survey Data Sets: TECHNICAL EXPERTISE	
Content Specific Research and Evaluation Services that may include Qualitative and Quantitative Data Collection and Analysis	
Indicate which DCYF Service Area the agency has experience in (check all that apply)	
K-8 Out-of-School Time (OST)	
Teen Programming	
Youth Workforce Development (YWD)	
Violence Prevention and Intervention (VPI)	
Behavioral Health	
Transitional Age Youth (TAY)	
General Information	
Is the agency a registered City Vendor?	Yes / No
What is your agency’s current global budget?	\$
Agency Information	
Number of years in providing research and evaluation services for the areas applying for	

Is your agency currently a research and evaluation partner with other city departments?		Yes / No	
<i>If yes, please list CURRENTLY contracted work with which city departments, along with amount, duration of services, and a brief scope of work description:</i>			
<i>City Department</i>	<i>Duration</i>	<i>Amount</i>	<i>Scope of Work</i>
		\$	
		\$	
		\$	

C. Content (please refer to following questions for specific page limit).

1. Agency (LIMIT: 750 word count)

What makes your organization uniquely capable to implement the services sought after by this RFQ? Provide a brief description of the agency and address Minimum Qualifications 1 through 4 identified in Section VI.

For Questions 2 & 3 below, please submit responses for each Evaluation Area for which you are seeking qualification. For example, if your firm is applying for Quantitative and Administrative Data Collection and Analysis Services as well as for Content Specific Research and Evaluation Services, your firm will submit two sets of responses to Questions 2 & 3 below. Word and page counts apply to each separate Evaluation Area for which your firm is seeking qualification.

2. Technical Expertise (LIMIT: 750 word count)

For each area in section V. A-C for which you are seeking qualification, please list your firm’s relevant expertise and provide a short description about relevant experience and abilities. You will have an opportunity to provide details about the projects you’ve worked on in the next section.

3. Experience (LIMIT: 10 pages)

For each area in section V. A-C for which you are seeking qualification, please provide a description of up to three (3) current or recently completed projects undertaken by your firm that demonstrates your organization’s ability to deliver the services described in Section V for the respective areas. Include the name of the funding entity, contact person and telephone numbers, staff members who worked on each project and their roles, project summaries, and the challenges and successes of the projects.

4. Staffing (LIMIT: 2 pages for description; 2 pages for each resume)

➤ Description – 2 pages. Provide a list identifying: (1) key staff members on the project team, (2) the role each will play in the project, and (3) a written assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another project without the City’s prior approval.

➤ Resume – 2 pages per staff member. Please provide resumes for each of the key staff members on the project listed above.

5. References (LIMIT: 1 page)

Provide references for the organization and the lead project manager, including the name, address and telephone number of at least three but no more than four recent clients.